

**MIDDLESEX COMMUNITY COLLEGE  
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING  
Dean of Academic Affairs (Community College Dean), 12 month**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Middlesex Community College, 100 Training Hill Road, Middletown, CT

**Hours:** 40 hours per week, 8:00 a.m. to 5:00 p.m., Monday through Friday

**Salary:** \$100,684.00 approximate annual salary plus benefits package

**Closing Date:** Application materials must be received at the college no later than April 1, 2011

Middlesex Community College (MxCC) was established in 1966 and is located on a 38 acre campus overlooking the Connecticut River Valley in Middletown, with a center in Meriden. MxCC, one of twelve colleges in the Connecticut system, provides lifelong learning opportunities offering degree and certificate programs in general studies, liberal arts, and technical and occupational fields. MxCC is a vibrant, energetic college currently undergoing a change in leadership. Its new president should be identified by spring of 2011 and starting by the fall semester. It is anticipated that the new president will be making the final hiring decision about this position.

**General Knowledge,  
Skills and Abilities:**

The successful candidate will have a minimum of a relevant master's degree, six years of experience in higher education including teaching and three years of supervisory experience. Academic strategic planning experience, as well as hands on experience with articulation agreements and the accreditation process is desired. Proven abilities in curriculum planning and program development, as well as the ability to identify opportunities for the integration of technology into the learning process is required. The college is seeking candidates who demonstrate understanding and commitment to the comprehensive community college and have demonstrated success in addressing developmental education issues. A demonstrated commitment to diversity is essential. Administrative skills in budgeting and grant oversight are required. The College is seeking candidates who are energetic and imaginative with highly developed communication and interpersonal skills.

**Responsibilities:**

The Dean of Academic Affairs is the chief academic officer for the institution serving at a management level under the general direction and support of the president. This position provides leadership and direction to faculty, the library, academic programs and the development of new programs. The Dean of Academic Affairs is responsible for the continuing evaluation of the College's offerings and the elimination and/or addition of programming in response to the needs of the College's service area. This position directs, encourages and supports the development of a variety of teaching and learning techniques used by faculty and learning support staff providing students with an optimal learning experience. The coordination of academic scheduling, faculty assignments, approval of course outlines, learning practices and assessment are within the purview of this position.

**Substitution  
Allowed:**

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

**Application  
Instructions:**

Interested and qualified candidates who meet the above requirements should submit a letter of intent, Board of Trustees application, resume, transcripts, the names of three references and three letters of recommendation to:

Jennifer Hobby, HR Assistant  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
FAX: 860-343-5870  
E-MAIL: [jhobby@mxcc.commnet.edu](mailto:jhobby@mxcc.commnet.edu)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.